

**CLASS TITLE: IMPLEMENTATION DIRECTOR
FOR POLICY AND PROGRAMS**

Class Code: 02500500
Pay Grade: 40A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the development, implementation and administration of broad policies and programs that affect all areas for the efficient operation of all departments of state government.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude in the exercise of independent initiative and judgement; work is subject to review through conferences and written reports for satisfactory performance and conformance with prescribed policies and procedures.

SUPERVISION EXERCISED: To plan, coordinate and supervise the work of a staff as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the development, implementation and administration of broad policies and programs that affect all departments of state government for their more efficient operation.

To coordinate reorganization of major services to ensure a smooth and efficient transition.

To assist in establishing policy and program priorities in relation to short and long range goals and objectives.

To assist in a program of studies in order to develop comprehensive approaches towards the effective utilization of economic and human resources.

To perform or otherwise coordinate evaluations and auditing processes to determine results of programs instituted in the areas of: annual savings, increased revenues, improved cost controls, cost avoidances, and other efficiencies and economic results.

To be responsible for the continuing monitoring of programs and services instituted for management and financial impact over the long term.

To prepare written reports as required regarding the results of various policies and programs instituted.

To establish and maintain effective working relations with all departmental officials.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the modern principles and practices of all phases of general administration; a thorough knowledge of administrative planning, programming, direction and evaluation of organizational structures of state government and the functions of its departments and agencies; the ability to identify problems and establish priorities and goals in the improvement of management of state government operations; the ability to establish and maintain effective working relationships with state and other officials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master of Science Degree in an administrative specialty; and

Experience: Such as may have been gained through: at least 5 years of employment in a responsible supervisory and administrative capacity with ultimate responsibility for the development, implementation, and administration of efficient policy and programming.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 15, 1980

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